Employee eLearning Instructions
CD-ROM Instruction Sheet for eKnowledge CD's

Congratulations! By participating in this CD-ROM training program you are demonstrating your commitment to make your department a great place to work. This instruction sheet has been developed to assist you in navigating through the CD-ROM training delivery method. If you encounter technical difficulties during your training session, please contact your agency's human resource office.

NOTE: Before you use this training CD, check with your department's Human Resource staff for a copy of the current policy on the subject you will be learning about today. Have that policy available to you while you view the CD. When you have completed the CD, please offer any feedback to your Human Resource Office or to the Division of Human Resources (training@dhr.state.id.us) about either the content and/or the CD format of this training program. Thank you!

Time:

Each training CD should take approximately 30 to 50 minutes to complete. You are welcome to take more time if you desire to review any of the sections prior to taking the test at the end of the program.

Remember, if you quit the program prior to completing the exam, you will not receive partial credit for those sections you have completed. You will be required to retake the entire program as well as pass the exam prior to receiving credit for this course.

Completion of this important training is electronically tracked. You must be connected to the Internet to receive credit for completing this training. **An Internet connection should be established and the Internet Explorer window minimized prior to starting the training CD.** If you started the CD before establishing an Internet connection, please quit the training program while still in the introduction segment and establish a connection to the Internet. Then restart the CD.

Note: If, while viewing the CD, you notice the audio and video streams are not in sync, pause the program by clicking on the "pause" button to the right of the video insert. Then select "play" again after a few seconds delay.

Training Outline:

If you do not have a copy of the training outline already printed for your use, please print a copy for yourself when the option to do so is enabled. This option will be visible in the left-hand portion of your screen during the introduction segment.

Initial Program Load:

Insert the training CD into the computer's CD-ROM player; the program should start automatically (in some cases this may take up to one minute). If it does not start, open and close the CD-ROM door using the eject button located on the front of the player to allow the computer to recognize the media. If it still does not begin, use your mouse to click on the START icon in the lower left corner of the screen. Then click RUN. Then click BROWSE. Click the drop down arrow to the right of the "look in" field window and double click the drive that has essentials_c1 listed. Double click the "DIRECTOR" folder. Then double click "essentials.exe". If the CD still will not begin please contact your department's IT technical help desk.

The program will launch you into the state selection screen. Please select "Idaho" from the list of states. Once our state name appears on the line labeled "Your state is: _____," click once on the "Continue" button to begin the audio/video instruction review segment.

Be sure the computer you are using has speakers.

The Course Lecture:

Select "Begin Course" <u>after</u> the introduction segment has ended. The CD has section review quizzes. You will have to complete each section quiz before the program will continue. Once you have completed the entire course, you may review any portion of the lecture prior taking the course test.

The Test:

Take your time. Read the question carefully and select the best answer. Once you have submitted your answer, you will be given an audio/video confirmation of the best answer. If the answer you selected is not the best answer, you will be returned to the previous screen to make an alternate selection. You will progress through all the questions in this manner until the end of course test is completed.

Getting Course Credit:

When you have finished the test, the program will automatically bring up a course completion screen. This screen provides two course credit options. Please complete both as follows:

- In the spaces provided type in your full name and that of your employer, e.g., Idaho Department of Fish and Game.
- Next, select "Print Certificate." You will be asked to verify your name and employer. Select "Yes" if the information is correct or "No" if you need to return to the previous screen to modify your entry. This certificate is your hard copy of the course completion. Once printed, sign the acknowledgment of completion line and keep the signed certificate for your records. Once the certificate is printed, the program will return you to the course completion page. If for some reason you are unable to access the "Receive Course Credit" option mentioned next, send a copy of the certificate to your HR office.

Note: Select "Landscape" for print layout after selecting "Properties" when the print dialog box appears after selecting "Print Certificate."

- Select the "Receive Course Credit" option. Your web browser (e.g., Internet Explorer) will connect you to the eKnowledge online tracking database. Complete the following steps:

    1. Your name will be preprinted in the name space.

    2. Activate the drop-down box to select your "Entity" by scrolling down the list provided until you can select your department (e.g., Idaho Department of Fish and Game). Expect to scroll down past numerous city and county names until you begin to pass state agency names.

    3. Type in your PCN number as your Employee ID.

    4. Select the closest description of your department.

    5. Type in your work e-mail address.

    6. Select the submit button.

When you have been notified that your information has been accepted you may exit the program. To exit, close the "E-ssentials" tracking page opened by Internet Explorer. Once the tracking window is closed, select the "quit" button located on the lower right corner of the screen and follow the instructions provided. Next, close your Internet connection if it is still open. Please eject the CD from the player tray and return the CD to the protective case ready for the next person to use.